

**New Jersey Department of Education  
Collaborative Assessment and Planning for Achievement (CAPA) Team  
Application Form**

The Title I Office and the Abbott Division are seeking active or retired teachers, administrators, institutions of higher education faculty, and NJDOE staff to serve as CAPA team members. Teams will be formed to continue through the 2004-05 school year. Individuals interested in team membership must complete a CAPA Team Application Form for consideration. All applications will be reviewed by the CAPA Steering Committee.

**Who Should Apply:** Institutions of higher education representatives, researchers or professors, educational consultants, retired or active classroom teachers (including, but not limited to, language arts literacy, mathematics and science specialists), technology specialists, pupil services personnel, parents, principals and administrators from high performing schools\*, highly qualified or distinguished teachers and principals, and New Jersey Department of Education employees who have demonstrated the characteristics listed below.

- Exemplary instructional practices;
- Outstanding accomplishments and problem solving skills;
- Team leadership and facilitation skills;
- Grounding in school improvement research; and
- Inspiring presence that motivates and impacts students, colleagues, and the community to work collaboratively.

\* "High performing school" is defined in N.J.A.C. 6A:10A as an elementary school, with a percentage pass rate among general education students on the 2002 Elementary School Performance Assessment (ESPA) Language Arts Literacy Subtest above the state average percentage pass rate, adjusted by the Commissioner, base on mean score growth or decline from 1999-2002.

**CAPA PERFORMANCE ASSESSMENT TEAM COMMITMENT**

It is anticipated that more than 150 schools will be identified for the CAPA review in the coming school year. The CAPA Performance Assessment Team responsibilities include:

- Attending a three-day CAPA workshop to learn the overall process (August 24, 25 and 26 or October 5, 6 and 7). Individuals applying as content specialists in the areas of language arts literacy, mathematics or science must attend an additional one-day workshop regarding the content area;
- Committing to at least two CAPA school reviews;
- Making recommendations for assistance to schools; and
- Compiling a comprehensive report that will include specific recommendations using CAPA standards and indicators.

**CAPA BACKGROUND**

The Collaborative Assessment and Planning for Achievement (CAPA) initiative is designed to assist schools in identifying programs, strategies and systems that are effective in advancing student achievement, programs and systems that need to be improved or eliminated in order to ensure delivery of a thorough and efficient education for all of New Jersey's students. The CAPA process targets both Abbott low performing schools (LPS) and NCLB schools in need of improvement that are going into corrective action. The purpose of CAPA is to empower schools and districts to go beyond current efforts to improve student achievement. Through the CAPA process, teams are established to work in concert with school districts, using a thoughtful, systematic, evidence-based process to reach agreement about the changes needed in order to make a positive difference in teaching and learning. The process is collaborative, demonstrating a commitment to shared responsibility for student learning among the state and local educators, and a commitment to continuous school improvement for the benefit of all children. CAPA is an ongoing, developmental process that will improve over time as the participants benefit from lessons learned along the way.

<b>BACKGROUND INFORMATION</b>			
Name:		Title/Position:	
Office address:		Division:	
Teaching / Administration Certificates held:		Years of experience in NJ:	
Years in School District/Years Experience in Designated Field:		Years of experience with the NJDOE:	
Phone:		Permission to Participate:	If you are selected as a CAPA team member, will you require permission from your institution to participate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fax:		CAPA Team Position:	<input type="checkbox"/> Principal <input type="checkbox"/> Mathematic Specialist <input type="checkbox"/> Teacher <input type="checkbox"/> Science Specialist <input type="checkbox"/> LAL Specialist <input type="checkbox"/> NJDOE <input type="checkbox"/> District Admin. <input type="checkbox"/> IHE <input type="checkbox"/> Other (specify _____)
e-mail:		Check one:	<input type="checkbox"/> Attended CAPA workshop held on April 19-21, 2004 <input type="checkbox"/> Attended CAPA Team Mathematics Specialist Workshop on May 18, 2004 <input type="checkbox"/> Plan to attend CAPA workshop on August 24-26, 2004 <input type="checkbox"/> Plan to attend CAPA workshop on October 5-7, 2004

<b>APPROVAL from Supervisor</b>			
The person listed above has permission to apply as a CAPA team member. This approval acknowledges a commitment to attend a seven-day professional development program and to participate in CAPA reviews at two schools.			
Name:		Signature:	
Division:		Position:	

<b>REFERENCES</b>		<b>Note:</b> Please list two professional references who can attest to your experience and qualifications as a CAPA team member.	
Name:		Title/Position:	
Address:		Company/ School:	
Phone (w):		Fax:	
e-mail:		Website:	
Name:		Title:	
Address:		Company/ School:	
Phone (w):		Fax:	
e-mail:		Website:	

**Please attach** a copy of your curricula vita and  
 a one-paragraph biography about your experience related to:  
 Teaching and Learning  
 Educational Improvement

**Provide information about student achievement gains and/or improvement in teaching and learning as a result of your practices.**

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**Cite awards received and outstanding accomplishments.**

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**Experience with school improvement:**

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**Please return this form to:**

**Thomas M. Gambino, Local Support Team  
New Jersey Department of Education  
Office of Program Planning and Design - Abbott Implementation Division  
PO Box 500  
Trenton, New Jersey 08625-0500**

**Tel: (609) 633-0362**

**Fax: (609) 777-3834**

**E-mail: [thomas.gambino@doe.state.nj.us](mailto:thomas.gambino@doe.state.nj.us)**